

February 23, 2026



Township Receptionist Bethel Township, Miami County

THE POSITION: Bethel Township, Miami County, Ohio, is seeking an engaging, innovative, and steady leader for the position of Receptionist. Reporting to the Township Trustees, this position will focus on organizing the township zoning files, both paper and electronic. The position is part-time, not to exceed 30 hours per week.

QUALIFICATIONS: Minimum qualifications require graduation from a standard high school or the equivalent; proficiency with Microsoft Word, Excel, and PowerPoint; strong communication skills; superb organization abilities; outstanding analytical thinking capabilities; exceptional attention to detail; excellent problem-solving skills; experience in interacting with the general public; and experience in filing.

Preferred qualifications include experience in Township, County, or Municipal government; knowledge of zoning, code enforcement, and planning.

Applicant must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan.

PHYSICAL REQUIREMENTS: While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms. Must occasionally lift and/or move boxes weighing up to thirty pounds.

RECEPTIONIST FUNCTION

The Receptionist is responsible for greeting the general public, answering and directing phone calls, filing of Township documents, and general office functions.

ESSENTIAL FUNCTIONS AND DUTIES:

- Greeting and directing visitors to Bethel Township
- Answer, log, and direct phone calls, emails, and walk-in requests
- Copy, scan, and file documents for the Zoning Department and Township Administrator
- Propose improvements to processes related to maintaining Township records
- Receive, sort, and direct Township mail
- General cleaning of offices including vacuuming, dusting, and weekly trash removal
- Maintain supplies for Township offices by organizing and ordering as needed
- Maintain Township forms for access to the public
- Maintain Township contacts binder
- Perform other tasks as needed or directed by the Township Trustees

All tasks will be expected to be performed in a timely and accurate fashion.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, the general public, press, and other mass media
- Ability to maintain records efficiently and accurately
- Ability to communicate effectively both orally and in writing, and to prepare reports in a neat concise, and accurate manner
- A general knowledge of standard office equipment

- Ability to make good judgment decisions
- Ability to navigate a standard office environment
- Skill in carrying out programs and policies
- Ability to prepare meaningful, concise, and accurate reports and directives
- Ability to handle sensitive issues with public officials, employees, and the public

EQUIPMENT AND JOB LOCATION: The job site is the Bethel Township Building, 8735 South Second Street in Brandt. Equipment used includes general office equipment, including: personal computer, copier, scanner, fax machine, telephone, and filing cabinets.

APPLICATION PROCEDURE: In addition to submitting an [application](#), applicant must attach the following materials for it to be considered complete: cover letter, resume, required and relevant certifications, and, if applicable, college degree(s) and a full copy of any military discharge paperwork. Township Trustees may waive certain requirements to ensure an adequate candidate pool.

COMPENSATION & BENEFITS: This is a part-time, hourly paid position with a pay range of \$15.00 to \$20 per hour. Compensation is contingent upon candidate’s experience, qualifications, related skills, knowledge, and abilities. Benefits include OPERS retirement plan; access to dental and vision insurance; paid time off in vacation, and paid personal time-off.

APPOINTMENT PROCEDURE: Selection process includes a review of all submitted materials. Appointment procedure may include written/video tests. Candidate will be required to complete a criminal and background check, a driver’s license review, and physical/drug test. Anticipated start date is March, 2026.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and other duties, as assigned, might be part of the job. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. This job description does not constitute an employment agreement between the employer and the employee; and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Applications and supporting documentation are DUE TUESDAY, MARCH 3, 2026 by 2:00 PM!

CONTACT: Julie Reese, Acting Township Administrator, administrator@betheltownship.org with questions or to submit materials.

Please drop at or mail to:
Bethel Township Administrator
8735 S. Second St. (Brandt)
Tipp City, Ohio 45371

or Email to:
administrator@betheltownship.org



To learn more about Bethel Township, Miami County,
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Note: you must be logged in to Facebook to see our content.

